

**U. S. DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
CHARTER OF THE
BOARD OF OVERSEERS OF THE MALCOLM BALDRIGE
NATIONAL QUALITY AWARD**

ESTABLISHMENT:

The Secretary of Commerce, having determined that it is in the public interest in connection with the performance of duties imposed on the Department by 15 U.S.C. 3711a(d)(2)(B), has established the Board of Overseers of the Malcolm Baldrige National Quality Award (the "Board") pursuant to the Federal Advisory Committee Act, 5 U.S.C. app. 2.

OBJECTIVES AND DUTIES:

1. The Board shall review the work of the private sector contractor(s), which assists the Director of the National Institute of Standards and Technology (NIST) in administering the Award. The Board will make such suggestions for the improvement of the Award process as it deems necessary.
2. The Board shall make an annual report on the results of Award activities to the Director of NIST, along with its recommendations for the improvement of the Award process.
3. The Board will function solely as an advisory committee under the Federal Advisory Committee Act.

MEMBERS AND CHAIRPERSON:

1. The Board will consist of approximately eleven members selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance, and for their preeminence in the field of quality management. There will be a balanced representation from U.S. service and manufacturing industries as well as from education and health care. The Board will include members familiar with the quality improvement operations and competitiveness issues of manufacturing companies, service companies, and small businesses. Members will also be chosen who have broad experience in for-profit and nonprofit areas.
2. The Board will be appointed by the Secretary of Commerce for three-year terms and will serve at the discretion of the Secretary. All terms will commence on March 1 and end on February 28 of the appropriate years.
3. Any individual appointed to fill a vacancy occurring before the expiration of the term for which his or her predecessor was appointed shall be appointed for the remainder of such term. No individual may be appointed as a member after serving more than two full terms.

4. The Board Chairperson will be appointed by the Secretary of Commerce, and will serve a one-year term subject to renewal by the Secretary.

ADMINISTRATIVE PROVISIONS:

1. The Board will report to the Director of NIST. The Designated Federal Officer will be the Director for the Baldrige National Quality Program at NIST.

2. The Board will meet annually, except that additional meetings may be called as deemed necessary by the NIST Director or by the Chairperson.

3. Members of the Board shall serve without compensation, but may, upon request, be reimbursed travel expenses, including per diem, as authorized by 5 U.S.C. 5701 et seq.

4. The NIST Baldrige National Quality Program will provide clerical and other necessary support services for the Board and any of its subcommittees.

5. The estimated annual cost of operating the Board is \$10,000, which includes one-tenth of a person-year for staff support. Section 3711a(f) of Title 15 of the U.S. Code authorizes the use of appropriated funds to support this program, in addition to donations from public and private sources and, if additional sums are needed to cover the full cost of the program, funds from fees imposed on award applicants. Monies from any or all of the above sources will be used to cover the annual operating expenses of the Board, including member travel and per diem, clerical and other support services.

6. The Board may establish such subcommittees of its members as may be necessary, subject to the provisions of the Federal Advisory Committee Act and the Department of Commerce Committee Management Handbook, Part II, Chapter 2, Section F.

DURATION:

The Board will terminate two years from the date of filing of this charter with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

Date

Chief Financial Officer and
Assistant Secretary for Administration